

university district organization room 100

reservation policies

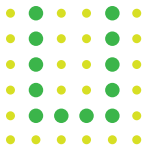
user agreement

application for use

SECTION 1: RESERVATION POLICIES

- 1) Room 100 is available for reservation seven days a week (except holidays and home football games), 7:00 AM to 10:00 PM
- 2) Scheduling priority is given to Rardin Family Clinic and OSU Family Medicine on weekdays between 7:00 AM and 5:00 PM.
- 3) Scheduling priority is given to Affiliated University District Entities on weekdays after 5:00 PM and on weekends. Affiliated University District Entities are limited to: the University District Organization, the University Community Business Association, the University Area Commission, the University Community Association, ARTSpace and exhibiting artist groups, and University District neighborhood civic associations and block watches.
- 4) Nonaffiliated University District entities may reserve Room 100 on weekdays after 5:00 PM and on weekends for a maximum of four times per year. Groups must demonstrate that their constituents include University District residents or have a mission to service University District residents and/or businesses. Reservations are first come first serve.
- 5) Reservation contact:

University District Organization
2231 N High Street, Room 200
Columbus, OH 43201
Phone: 614-610-4546
Room100@universitydistrict.org
universitydistrict.org/room100



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SECTION 2: USER AGREEMENT

RESERVATION FEE

Rardin Clinic, OSU Family Medicine	Free
Affiliated University District Entities	Free
Non-Affiliated University District Entities	\$20

USERS TERMS AND CONDITIONS

Room 100 users must abide by the following User Terms & Conditions set by the University District Organization:

1. For user indemnification and responsibilities see User's Indemnification and User's Responsibilities sections below.
2. Smoking and inappropriate illegal behavior are prohibited.
3. Placing posters, placards, and/or other materials on the walls is prohibited.
4. The user must return Room 100 to its original condition, including disposing of all trash in the dumpster, located in the parking lot behind the Northwood-High Building. Tables should be arranged in a "U" configuration facing the counter with chairs neatly placed around the outside and inside portions of the "U". Excess chairs should be carefully placed around the perimeter of the room so as not to damage the artwork or art panels.
5. The user is responsible for any additional clean-up, damage, and/or repair costs not included in the non-refundable fee that is necessary as a result of its use of Room 100.
7. Room 100 is equipped with tables, chairs, lectern, and a roll down screen. No other equipment, such as overhead projectors, coffee pots, dishware, and the like are available.
8. Room 100 shall not be used by for-profit organizations or individuals that would profit from its use. Users may not charge a fee except for organization dues and/or costs associated with the Room 100 reservation fee.

9. Room 100 also doubles as an art gallery known as ARTSpace and a community event room. There are several permanent installations in the room. These are the property of the UDO. Please do not touch or move them. Please keep all chairs and tables away from the walls to avoid damage.
10. Community offices are operating in the loft above Room 100. Please be conscious of your noise level.
11. Any supplies in the drawers near the sink are the property of the UDO and others – please do not use them. Please bring whatever you need with you and remove it from Room 100 when you leave.
12. The University District Organization reserves the right to change Room 100 User Terms & Conditions without notice. It also reserves the right to deny use of Room 100 and terminate any existing reservations without justification.
13. This contract is valid upon payment of the appropriate, non-refundable reservation fee. Make all checks payable to: University District Organization.

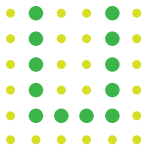
USER'S INDEMNIFICATION

Individuals, organizations, and all other entities using the space identified as Room 100, located at 2231 N. High Street, (the USER) on a scheduled or interim basis shall indemnify and save and hold harmless the UDO, the building owner, and its officers, agents and employees from and against any and all loss, liability, damage, cost and expense, including but not limited to reasonable attorney fees, for injury, death, loss or damage of whatever nature to any person, property or any other claim by the USER or its officers, agents, customers, licensees, invitees or any other person, firm or corporation resulting from the USERS occupancy or use of the premises. In the event that any action or proceeding is instituted against the USER by any reason of any such claim or event, User shall resist and defend such action or proceeding at USERS sole cost and expense or cause it to be resisted and defended by an insurer.

Notwithstanding the above indemnification, USERS that fail to, or choose not to, shall provide for the following responsibilities:

USER'S RESPONSIBILITIES

Individuals, organizations and all other entities using the space identified as Room 100, 2231 N. High Street, (the USER) on a scheduled or interim basis shall, at their sole cost and expense, carry and maintain for the itself, UDO and the building owner, a policy of fire and extended coverage insurance insuring all fixtures, furnishings, equipment, inventory and personal property at any time located upon the premises and all additions, alterations and improvements to the same, against damage and destruction by all causes generally insured against in policies of fire and extended coverage insurance written upon on properties in Franklin County, Ohio in the amount of 80% of the full insurable value thereof, as determined by the insurance company issuing such policies of insurance. Users of the space will indemnify UDO and the building owner for all monies which any subrogation hereunder becomes entitled and cost of reasonable attorney's fees of any claim for subrogation. USERS of the space shall, at its sole cost and expense, carry and maintain, for the mutual benefit of itself, UDO, and the building owner, a policy of general liability insurance against claims for personal injuries, wrongful death of property damage occurring on or about the premises with minimum amount of coverage of One Million Dollars (\$1,000,000) on account of bodily injury and/or death of persons and/or account of damage to property.



PAYMENT INFO

Reservation Fee:
 No Fee Required
 \$20 - Single Use

Check #: _____

SECTION 3: APPLICATION FOR USE

CONTACT INFO

Organization Name: _____

Organization Website: _____

Organization Address: _____

Rardin Clinic, Wexner Medical Center, UAC, UCA, ArtSpace Group? Yes No

EVENT CONTACTS

Contact Person #1: _____

Contact Person #2: _____

Phone Number: _____

Phone Number: _____

E-mail Address: _____

E-mail Address: _____

EVENT DETAILS

Date(s) Requested: _____

Hours: _____

Number of Persons Expected: _____

Purpose of Gathering: _____

For-Profit Business: No Yes

Public Welcome:

My group will abide by the User Agreement: YES

Closed to Public:

Signature/Date: _____